

U.S. Department of State  
**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)				
1. Post <div style="text-align: center;"><u>Chisinau</u></div>	2. Agency <div style="text-align: center;">STATE/ICASS</div>	3a. Position Number		
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces <div style="text-align: center;">(Position Number) _____ (Title) _____ (Series) _____ (Grade)</div> <input type="checkbox"/> b. New Position <input type="checkbox"/> c. Other (explain) <u>Review before recruitment</u>				
5. Classification Action	Position Title and Series Code	Grade	Initials	Date (mm-dd-yyyy)
a. Post Classification Authority	Voucher Examiner, 0420			
b. Other				
c. Proposed by Initiating Office				
6. Post Title of Position ( <i>if different from official title</i> )		7. Name of Employee		
8. Office/Section		a. First Subdivision		
b. Second Subdivision		c. Third Subdivision		
9. This is a complete and accurate description of the duties and responsibilities of my position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Employee</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Employee</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		10. This is a complete and accurate description of the duties and responsibilities of this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Supervisor</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Supervisor</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Chief or Agency Head</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Chief or Agency Head</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.  <div style="border-top: 1px solid black; margin-top: 20px;">Printed Name of Admin or Human Resources Officer</div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="border-top: 1px solid black; width: 45%;">Signature of Admin or Human Resources Officer</div> <div style="border-top: 1px solid black; width: 45%;">Date (mm-dd-yyyy)</div> </div>		
13. Basic Function of Position  Performs examination of vouchers and other claims for payment of goods and services, prepares and/or audits vouchers. Vouchers include vendor payments, leases, contracts, ORE and representational claim reimbursements, American allowances, monthly utilities and miscellaneous administrative documents for payment. Performs the e-filing and the e-Invoicing Designated Billing Office (DBO) user's roles in ILMS.				
14. Major Duties and Responsibilities				

## **VOUCHER EXAMINING: 75%**

Incumbent is responsible for examining moderately complex vouchers and invoices involving purchase of goods and services, ensuring conformance with terms of purchase and authorizations, also called the preaudit. Obtains signatures of receiving and approving officials and checks all calculations for accuracy. Determines whether an expense has been authorized, goods and services have been delivered and are in the quality and quantity specified in the purchase order, and ensures availability of funds. As necessary, contacts authorizing officer to obtain corrections or clarify information. After review, prepares vouchers for payments, including fiscal data and attaching required supporting documents. Keeps a record of all vouchers received and prepared in order to prevent duplicate payment and scans all vouchers processed for the electronic records. Returns payment vouchers that are inadequately documented to the appropriate office or agency for the proper approvals and supporting documentation. The incumbent reviews each voucher for completeness and accuracy prior to certification by the designated Certifying Officer.

For each voucher processed, the incumbent shall determine:

- **Whether the payment is legal** - A payment is legal if it is authorized by the appropriation, allotment, or fund cite, is not prohibited by current laws, regulations, or directives, is within legal limits of the expenditure, is compatible with legal and regulatory specifications for the expenditure, funds are available and obligated for the payment, and it was incurred during the time period for which the appropriation is made.
- **Whether the payment is proper** - A payment is proper if the expenditure is authorized by a person with proper designation (e.g. a contacting warrant), the goods or services are received, delivery or performance is in accordance with the terms of the agreement, it is approved, it is in accordance with the agreed upon payment schedule, it is not a duplicate, and the name and address of payee are correct. However, in some instances the incumbent is expected to look beyond such reports to ascertain actual conditions before approving vouchers for certification review.
- **Whether the payment is correct** - A payment is correct if quantities, unit prices, and amounts are accurate and arithmetically correct, amount of payment is accurate and arithmetically correct, any allowable deductions or cost-effect time discounts have been taken, and the provisions of the Prompt Payment Act have been observed.

As the DBO (Designated Billing Office) User, incumbent receives and inputs invoice information in eInvoicing module of the Integrated Logistics Management System (ILMS) and electronically routes vouchers for approval at post or by the Post Support Unit. The incumbent uploads proof of payment documentation and completes the invoice information in ILMS Status Tracking module to complete procurement actions.

## **BUDGET AND FINANCE (B&F) DUTIES: 20%**

Is responsible for providing a range of B&F services, including preparing funds disbursements by electronic funds transfer (EFT) using RFMS/Momentum. Keeps track of each transaction made on EFT numbers and performs daily reconciliation against RFMS-processed transaction reports. Preparing monthly Embassy official VAT refund claim. Maintains a database file of the Embassy phone invoices on a monthly basis to ensure correct agency is billed for charges when preparing vouchers for payment.

## **OTHER DUTIES: 5%**

Other duties as assigned.

**\*\*Note:** This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performancea. Education:

At least two years of full-time post-secondary study (or the equivalent hours spread across a part-time study period) at college or university are required.

b. Prior Work Experience:

Two years of progressively responsible experience in voucher examining and processing, accounting, auditing, bookkeeping, disbursing funds or fiscal clerical work are required.

c. Post Entry Training:

In addition to on-the-job training, some formal on-line and classroom training in voucher examining and accounting principles may be provided by FSTO Paris, Comptroller and Global Financial Services Charleston, or RSC Frankfurt.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read): Level III (good working knowledge) Speaking/Reading/Writing English is required. Level IV (fluent) Speaking/Reading/Writing Romanian and Russian are required.

e. Job Knowledge:

Must be familiar with 4 FAM, 14 FAM, DSSR, standard operating procedures for the Embassy, procurement procedures, and specific USG regulations for voucher examining.

f. Skills and Abilities:

Must have good computer skills, including familiarity with MS Office suite (Excel, Access, Word, and Outlook) and be able to learn State Department specific software programs. Must have excellent organizational and analytical skills and be detail oriented. Must be able to research, interpret, and apply a variety of financial and procurement regulations and policies. Must have good computing skills and be able to develop and use financial spreadsheets.

16. Position Elementsa. Supervision Received:

Incumbent is directly supervised by the Financial Specialist and, in the absence of the Financial Specialist, by the Financial Management Officer.

b. Supervision Exercised:

None.

c. Available Guidelines:

3, 4, and 14 FAM and FAH, DSSR, FAR, the Serviced Posts Users manuals, CGFS Knowledge Base, COAST manual, agency accounting code guidelines, post management policies, and instructions from the supervisor.

d. Exercise of Judgment: The employee is required to exercise judgment in determining whether expenditures claimed on vouchers are permitted by regulation, when those regulations are often vague and must be interpreted and applied to specific conditions that exist at post.

e. Authority to Make Commitments:

None.

f. Nature, Level and Purpose of Contacts:

Contacts are primarily with vendors regarding payments and clarifications of information on invoices, and with embassy employees regarding vouchers and approvals.

g. Time Expected to Reach Full Performance Level: One year.

